

## Official Residence Vacancy Announcement

Open to: All Interested Candidates

Position: Ambassador's Residence Manager

Salary: To be determined based on experience

Opening Date: Thursday, July 28, 2011

Closing Date: Wednesday, August 17, 2011

Work Hours/Contract: 30 hours per week. Must be available to accommodate the work demand whether it is after hours, on weekends or holidays. Contract renewable annually. Note contract is as a personal employee of the U.S. Ambassador, and this is not a position with the U.S. Embassy.

Place of Work: U.S. Ambassador's Residence.

Who May Apply: Resumes will be accepted from all candidates with the requisite skills and experience. Applicants must be at least 18 years of age and are subject to a background check.

Basic Function of Position: The incumbent of this position will be performing managerial and administrative duties.

Major Duties and Responsibilities:

A Manager is needed at the Ambassador's Residence to assist in managing official social activities, maintain computer records of representational funds, supervise the work of Residence household staff, and oversee maintenance/contract workers at the Residence. The position is contractual at 30 hours per week. The incumbent must be willing and able to work flexible hours.

The incumbent of this position will:

- Maintain the calendar of official functions at the Ambassador's residence.
- Organize and implement service and food for functions.
- Accompany household staff to purchase items using tax exempt card;
- Coordinate and arrange events at the Ambassador's Residence with the Ambassador's Office Manager, Protocol Office, General Services Office, Regional Security Office, Financial Management Office and household staff;
- Maintaining and supervising household cleanliness which includes conducting inventory checks on silverware, glassware, crockery, cutlery, wine, spirits, etc.; confirming cleanliness of both public and staff restrooms:
- Investigating and reporting on breakages, losses, wear and tear, etc.;
- Supervising household staff which includes the training and supervision of staff, both permanent and occasional;
- Assisting houseguests with requests ;
- Keep an accurate, up-to-date accounting records of representational funds on excel spreadsheets to include general household accounts, representational entertaining accounts, and other residence expenditures;
- Maintain both archival and current files and records;
- Prepare reimbursement claims for representational events and household expenses with receipts;
- In consultation with Protocol, respond to all correspondence from vendors, the American community, and host country nationals for the Residence;
- Keep Residence staff time and attendance, schedule the work hours for Residence staff, arrange leave for staff, and ensure payment of their salaries in coordination with Embassy finance office
- Ensure maintenance of kitchen and cellar stocks;
- Submit work orders and follow up for completion for items needed by both Ambassador and his family as well as the Residence staff;
- Plan menus for events in conjunction with Ambassador and maintain records of menus;
- Ensure that linens and flowers are provided on the day of the event;
- Procure official Residence supplies when necessary including cleaning supplies and chemicals;
- Write menus and invitation cards(when needed to backstop the Protocol Assistant );

- Supervise the work of household staff and oversee maintenance/contract workers at the Residence;
- Maintain the Residence log-in book;
- The incumbent will perform other duties as assigned by the Ambassador and/or his spouse.

#### **Minimum Qualifications:**

- 18 years of age or above.
- Knowledge of bookkeeping and simple accounting principles.
- Ability to draft correspondence.
- Ability to use computers.
- Demonstrated excellent Interpersonal skills.
- Fluent spoken and written English.
- Possessing a Tax Card from the Ministry at the time of application entitling the bearer to tax free shopping is desirable.

#### **Desired Skills / Abilities**

- Previous management experience in a similar position is highly desired.
- Familiarity with local environment
- Ability to learn and follow State Department Regulations governing official residences.
- Personal qualities:
  - Discretion of the highest order
  - Able to effectively assess priorities
  - Work with minimal supervision and direction
  - Ability to work in team environment
  - Show common sense and tact
  - Be diligent and honest

**How to Apply:**

Interested applicants should submit applications or inquiries by email to

[AECSAJordan@gmail.com](mailto:AECSAJordan@gmail.com). A resume should be submitted no later than Wednesday, August 17, 2011.